



**State of Hawaii
Department of Health
Administrative Services Office
Downtown, Oahu**

Business Management Officer III

\$7,485 - \$10,383 monthly, commensurate w/ training and experience

The primary purpose of this position is to advise the director and program managers regarding the following functions: administering Departmental aspects of the statewide Program Planning and Budgeting System (PPBS) program; administering the Organization and Manpower program for the Department (including determination of policies and procedures) within the statewide framework established by the Governor; providing fiscal and accounting services to the Department for all funds made available to the Department (including Federal and State); administering the business management program throughout the Department within the framework established by law and Executive Directives; developing and coordinating the long-range capital improvements program (CIP) of the Department; and providing consultative services on all the foregoing to the Director and various Departmental staffs and to direct and coordinate the relevant administrative staff services and controls.

Recommended Qualification

Experience: Three years general: administrative, professional, technical, analytical or other responsible work experience which required a high degree of managerial skills.

Two years specialized: professional experience which involved: (1) the analysis, evaluation, development and improvement of managerial policies, practices, methods, systems and procedures; or (2) which involved the development, evaluation, or revision of fiscal management practices, methods, policies and procedures; or (3) which involved budget evaluation and development of budget justifications.

Two years administrative: Responsible experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities.

Education: Graduation from an accredited (4) year college or university with a bachelor's degree.

Who May Apply

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

How to Apply

Visit the Department of Human Resources Development website at <http://agency.governmentjobs.com/hawaii/default.cfm>.

Recruitment # 215050, continuous until needs are met.

Contact Information

For additional information you may email Arlene Akana at Arlene.akana@doh.hawaii.gov.